

Idaho State Board of Accountancy
2005/2006
FIRM REGISTRATION
and
PEER REVIEW PROGRAM

INSTRUCTIONS

All Idaho CPAs and LPAs practicing public accounting must comply with Firm Registration.

If you do not practice public accounting in Idaho and feel you received this form in error, please contact Sue Lenon.

The Idaho Accountancy Act and Rules contain Firm Registration and Peer Review statutes and rules. If you do not have a copy of the Accountancy Act and Rules, you can find them in the library section of our website at: isba.idaho.gov or contact the Board office for a copy.



Sole Practitioners:

- Complete and sign the form (attaching Peer Review documents and the Registration Fee as appropriate) and submit to the Idaho State Board of Accountancy's Peer Review Oversight Committee on or before September 30, 2005.



Licensees who work in a Firm with other Idaho licensees:

- The person designated to coordinate Firm registration and Peer Review for the Firm should complete one form for the entire Firm. *It is each licensee's responsibility to make sure they are listed on the Registration Form.*
- The designated person should complete and sign the Registration Form (attaching Peer Review documents and the Registration Fee as appropriate) and submit to the Idaho State Board of Accountancy's Peer Review Oversight Committee on or before September 30, 2005.

*** * IMPORTANT * ***



The Idaho State Board of Accountancy did not waive the Firm Registration Fee for 2005/2006.

Idaho Accountancy Rule 615 states: *"The administrative costs incurred by the Board, including Oversight Committee administrative costs, will be paid through a fee paid by the firms that are subject to peer review."* Additionally Rule 702.02 states: *"The fee for annual firm registration is \$20 per firm plus \$5 for each licensee in the firm, up to a maximum of \$200 per firm."* This means a Firm subject to Peer Review with one licensee pays \$25. If your Firm has more than one licensee, add another \$5 for each additional licensee. The maximum for any Firm is \$200, which includes all Idaho branch offices. Please see reverse side for an example of how the fee is calculated.



If your Firm is subject to Peer Review, the most recent *Peer Review Report; Letters of Comments and Response (if any); and Final Acceptance Letter** must be included *unless previously submitted.* Copies are acceptable. **If your Firm received a Conditional Acceptance letter, submit it with the form. You must submit a copy of the Final Acceptance letter to the Board office within 30 days of receipt.*

Failure to file the Firm Registration form by September 30, 2005 will result in a \$100 per licensee penalty.

Failure to enroll and undergo a Peer Review when required will result in a
\$100 per licensee penalty for each act of non-compliance.

CPA/LPA Licenses will not be renewed if Firm Registration requirements are not met.

For any questions you may have, please call Sue Lenon, PR Coordinator

PHONE (208) 334-4596 FAX (208) 334-2615 EMAIL slenon@isba.idaho.gov

FEE CALCULATION EXAMPLE

Annual Firm Registration Side 2

5. LIST ALL IDAHO LICENSEES IN YOUR FIRM Attach additional sheets as necessary.

1. <u>John Doe, CPA</u> Licensee Name of Primary Partner/ Owner	<u>CP-999</u> License #	\$25
2. <u>Jane Doe, LPA</u> Licensee Name	<u>PA-0999</u> License #	Add \$5
3. _____ Licensee Name	_____ License #	Add \$5
4. _____ Licensee Name	_____ License #	Add \$5
5. _____ Licensee Name	_____ License #	Add \$5

6. FIRM REGISTRATION FEE * Please Note* Only Firms subject to Peer Review pay the Registration Fee.

To calculate your Firm Registration Fee:

\$25 for a Firm with one Licensee (Main Branch only, no fee for additional sites)	=	\$25
Plus \$5 for each additional Licensee Listed \$5 x <u>1</u> Additional Licensees Listed	=	\$ <u>5</u>

TOTAL \$30
(Maximum Fee \$200 per Firm)